

CRS User Guide

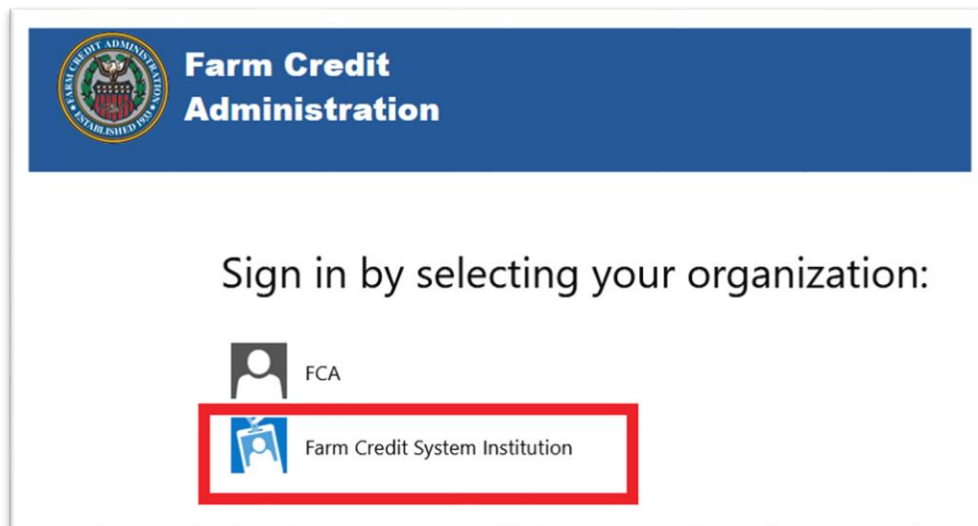
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Getting Started

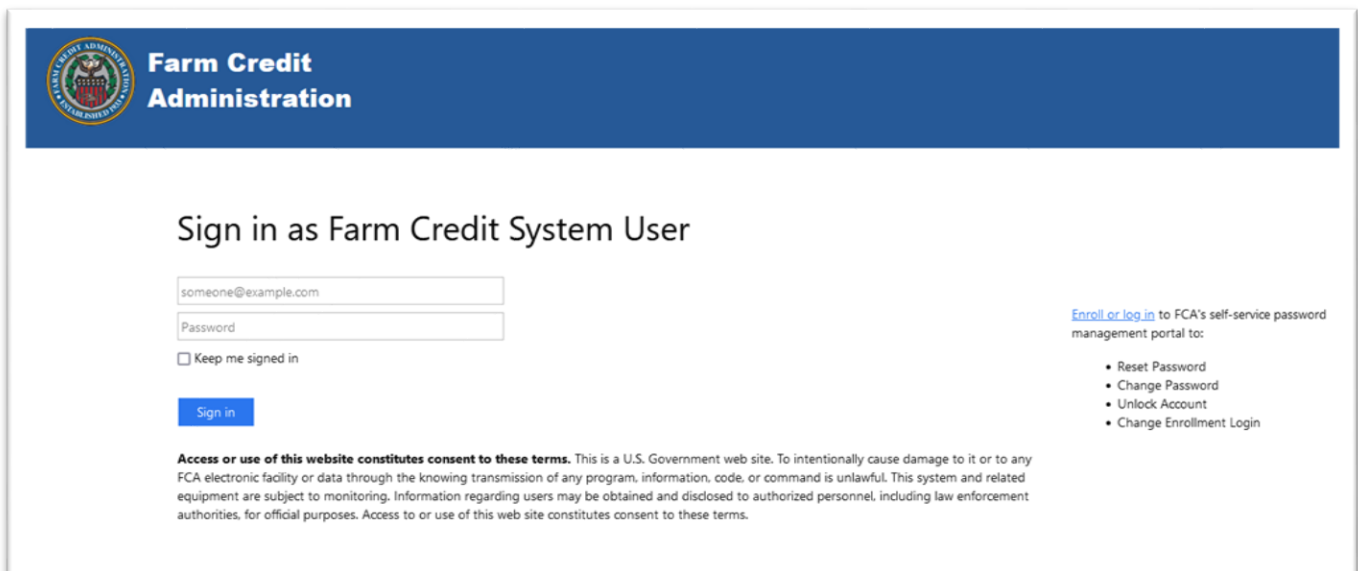


If you have any questions or need assistance, contact CRSHelp@FCA.GOV.

1. Visit the CRS Application by selecting the URL: <https://crs.fca.gov/CallReport>
2. If you are prompted to select your organization, Select Farm Credit System Institution. Farm Credit Institution testers will use their authorized Username and Password.

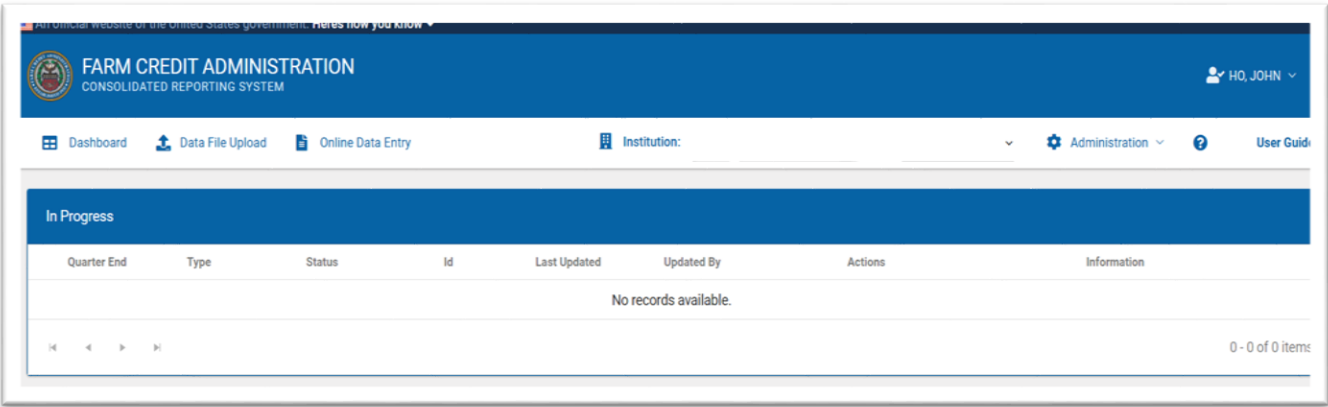


The screenshot shows the Farm Credit Administration logo and name at the top. Below, it says "Sign in by selecting your organization:". There are two options: "FCA" with a person icon and "Farm Credit System Institution" with a building icon. The "Farm Credit System Institution" option is highlighted with a red rectangular border.



The screenshot shows the Farm Credit Administration logo and name at the top. Below, it says "Sign in as Farm Credit System User". There is a form with two input fields: "Username" (containing "someone@example.com") and "Password". Below the fields is a checkbox labeled "Keep me signed in". A blue "Sign in" button is below the checkbox. To the right of the form, there is a link "Enroll or log in to FCA's self-service password management portal to:" followed by a list of links: "Reset Password", "Change Password", "Unlock Account", and "Change Enrollment Login". At the bottom, there is a disclaimer: "Access or use of this website constitutes consent to these terms. This is a U.S. Government web site. To intentionally cause damage to it or to any FCA electronic facility or data through the knowing transmission of any program, information, code, or command is unlawful. This system and related equipment are subject to monitoring. Information regarding users may be obtained and disclosed to authorized personnel, including law enforcement authorities, for official purposes. Access to or use of this web site constitutes consent to these terms."

3. The CRS application will open in the Consolidated Reporting System Dashboard. The application User Guide is available via the button on the right side of the dashboard.



Entering Data

Displayed on the dashboard will be two options to submit Call Report data to FCA.



Reminder: Institutions are required to report the March 31, 2023 Call Report data in whole dollars.

1. Data File Upload **①** – Choose this option to upload your Call Report Data File in CSV format.
2. Online Data Entry **②** – This option lets you enter data via the online user interface.

Data File Upload

Select Quarter

Institution

Quarter End 2023-03-31

Report Type Uniform Call Report

File No file selected

CHOOSE FILE

CSV TEMPLATE

CANCEL

UPLOAD

- The following box will appear when selecting “Data File Upload”. It will default to the current quarter and set report type to Uniform Call Report. If you wish to submit a supplemental report, use the Report Type dropdown ③.
- **NEW FEATURE:** The CSV TEMPLATE ① button allows you to download a blank CSV file template for data entry. This is intended to be used as sample file that is in the format used for data uploads. If you open the file in Excel be careful not change the formatting of the columns. Do not save this as an excel formatted file, keep it as a csv formatted file.
- To upload a CSV data file. Click the Choose File ② button and select your CSV file to be uploaded.
- Some users are authorized to submit for more than one institution and will have to ensure the appropriate institution has been selected from the dashboard.
- Upload the selected file via the Upload Button ④. The following dialog will be displayed.

Select Quarter

Institution

Quarter End

2023-03-31

Report Type

Uniform Call Report

File

No file selected

CHOOSE FILE

Partial Upload:

A submission of this type is already in progress for the selected quarter. Please select an option to decide how you want to overwrite existing data.

① OVERWRITE ALL

② REPLACE SPECIFIED

CSV TEMPLATE

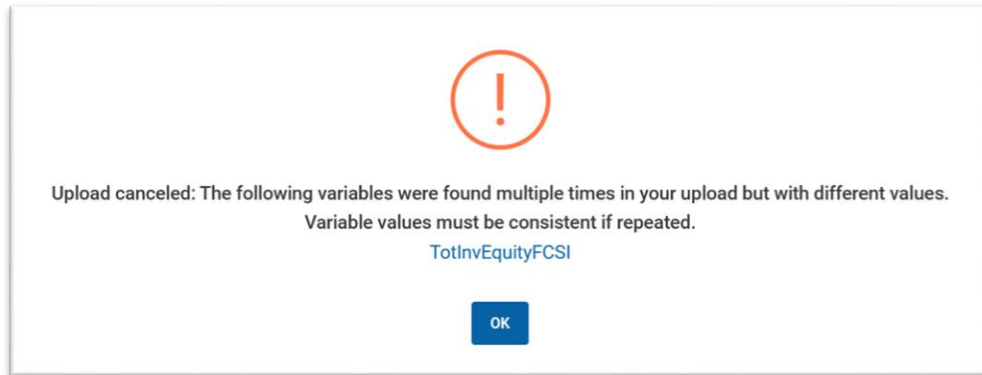
CANCEL

- NEW FEATURE:** The system now allows for partial uploads. If a submission version already exists for your institution the Overwrite All button ① will overwrite all existing values in the submission. The Replace Specified button ② will replace only the values that are specified in the CSV file. Choose this option if you have a partial file (e.g. a single schedule) and wish to keep the other data intact.
- NEW FEATURE:** Based on feedback, we've implemented a feature to ignore variables that are not applicable to your data submission (such as reserved and fixed-value variables). If your upload contains these, you will see the following pop-up message:

The following variables are not applicable for this submission and were ignored

RCB_RESERVED_22, RCB_RESERVED_23,
 NOTPDUE_80, PDUE30_80, PDUE90_80,
 AvgDailyCCETier2_100,
 AvgDailyCCECET1_210,
 AvgDailyCCETier2_210,
 AvgDailyCCETotRegCap_210,
 AvgDailyCCECET1_220,
 AvgDailyCCETier2_230,
 AvgDailyCCECET1_310,
 AvgDailyCCETier2_310,
 AvgDailyCCETotRegCap_310,
 AvgDailyCCECET1_320,
 AvgDailyCCETier2_330,
 AvgDailyCCECET1_410

- Some variables appear in more than one schedule. If you upload a CSV file where a variable appears more than once with different values, you will receive an error message. Please ensure the variables have the same values and re-upload the file.



Online Data Entry

- If you select the Online Data Entry option from the dashboard, this screen will appear, it will default to the current quarter and Uniform Call Report. Press the Start button to continue.

A dialog box titled "Select Quarter" with a blue header bar and a close button (X) in the top right corner. The main area is white and contains the following fields: "Institution" (a text input field), "Quarter End" (a dropdown menu showing "2023-03-31"), and "Report Type" (a dropdown menu showing "Uniform Call Report"). At the bottom left is a gray button labeled "CANCEL". At the bottom right is a blue button with a white right-pointing arrow and the text "START".

Online Data Editor:

- The Online Data Editor allows you to enter and edit data via the CRS Data Entry interface.
- You may switch schedules via the Schedules ④ button.
- Edit addendums via the Edit Addendum button ①.
- Download all data as a csv (and work offline via the CSV) with the CSV ③ button.
- The Save button ② saves your current work, remember to save your work often to not lose any progress.

FARM CREDIT ADMINISTRATION
 CONSOLIDATED REPORTING SYSTEM

HO, JOHN

Dashboard
 Institution:
 Administration
 User Guide

RC BALANCE SHEET

1 Edit Addendums
 2 Save
 3 CSV
 4 Schedules
 5 Print

Mode: Edit Quarter End: 2023-03-31 Created on: 4/26/2023 4:42:55 PM Created by: Ho, John Modified on: 4/26/2023 4:42:55 PM Modified by: Ho, John

Form View

CSV View

Description	A
ASSETS	
1. Cash	\$0
2. Investments	
a. Debt securities, net of allowance for credit losses	\$0
b. Equity investments in System institutions and Farmer Mac	\$0
c. Equity Investments in non-System institutions	\$0
d. Total investments	\$0
3. Accounts receivable	\$0
4. Loans, notes, sales contracts, and leases	
a. Accrual loans and leases, net of unearned income and unapplied loan payments	\$0
b. Notes receivable from other FCS institutions	\$0
c. Other notes receivable	\$0

DETAILS

Dashboard
 Institution: 722216 - AgCountry Farm Credit Services, ACA
 Administration
 Beta 3 User Guide

RC BALANCE SHEET

Edit Addendums
 Save
 CSV
 Schedules
 Print

RC	✓	RCF1	✓	RCI2A	✓	RCM	✓	RIC1	✓	RCR3	✓
RC1	✓	RCF2	✓	RCI2B	✓	RCO	✓	RID	✓	RCR4	✓
RCB	✓	RCF3	✓	RCI2C	✓	RI	✓	RIE1	✓	RCR5	✓
RCB4	✓	RCG	✓	RCI2D	✓	RIA	✓	RIE2	✓	RCR6	✓
RCB5	✓	RCH	✓	RCK	✓	RIB	✓	RCR1	✓	RCR7	✓
RCF	✓	RCI1	✓	RCL	✓	RIC	✓	RCR2	✓		

DETAILS

2. Investments

a. Debt securities, net of allowance for credit losses	\$0
b. Equity investments in System institutions and Farmer Mac	\$0
c. Equity Investments in non-System institutions	\$0
d. Total investments	\$0
3. Accounts receivable	\$0
4. Loans, notes, sales contracts, and leases	

To get more information on a variable, we have built a Variable Details window, press the highlighted [Details] button to toggle it on or off.

FARM CREDIT ADMINISTRATION
CONSOLIDATED REPORTING SYSTEM

Dashboard
Institution: 722216 - AgCountry

RC BALANCE SHEET
Mode: Edit Quarter End: 2023-03-31 Created on: 4/26/2023 4:42:55 PM Created by: Ho, John Modified on: 4/26/2023 4:42:55 PM Modified by: Ho, John

Please refer to individual line items for detailed instructions

Form View

CSV View

DETAILS

Description	Amount
ASSETS	
1. Cash	
2. Investments	
a. Debt securities, net of allowance for credit losses	
b. Equity investments in System institutions and Farmer Mac	
c. Equity investments in non-System institutions	
d. Total investments	
3. Accounts receivable	

Variable Details

RC: CASH
Cash..Cash

Information Message:
Third version

Instructions
Report the total holdings of cash and balances due from depository institutions. These include: (a) cash items in process of collection, currency, and coin; (b) holdings of interest-bearing and noninterest-bearing balances due from depository institutions in the United States and banks in foreign countries, whether in the form of demand, savings, or time balances; and (c) balances of all types, and for all purposes, due from Federal Reserve banks. This amount must equal the amount reported in Schedule RC, item 1..Report the total holdings of cash and balances due from depository institutions. These include: (a) cash items in process of collection, currency, and coin; (b)holdings of interest-bearing and noninterest-bearing balances due from depository institutions in the United States and banks in foreign countries, whether in the form of demand, savings, or time balances; and (c) balances of all types, and for all purposes, due from Federal Reserve banks. This amount must equal the amount reported in Schedule RC, item 1..Each reporting institution must report in item 1 its total holdings of cash and balances due from depository institutions. These include: (a) Cash items in process of collection, currency, and coin. (1) Include all checks or drafts in process of collection that are drawn on a depository institution (or on a Federal Reserve bank) and that are payable immediately upon presentation in the United States. This includes both checks

There are a few view options in the upper right: A Pin toggle ①, and a window expand option ②.

Variable Details

① ②

RC: AIRNTRECOFCI
Notes receivable from other Farm Credit System institutions.

Instructions
Report the amount of accrued interest receivable on notes receivable (as defined under subitem 4(b) above).

The Expand icon makes the window larger (useful for variables with long, detailed instructions):

Variable Details

RC: NETLOANS
Net Loans, etc.

Rules:

CCACCEPT_260 plus CCOAEM_260 plus CCSUBSTD_260 plus CCDOUFL_260 plus CCLOSS_260) must be greater than 0 when NETLOANS is greater than 0.

Instructions

Report in this item the total of subitems 4(a) + 4(b) + 4(c) + 4(d) + 4(e) - 4(f) + 4(g). Please note: The amounts reported in item 4 must also exclude accounts receivable, which are Canbe reported in item 3 of this schedule.

The Pin icon keeps the Variable Information Display panel visible on the screen.

RC BALANCE SHEET

Mode: Edit Quarter End: 2023-03-31 Created on: 4/26/2023 4:42:55 PM Created by: Ho, John Modified on: 4/26/2023 4:42:55 PM Modified by: Ho, John

Form View CSV View

Description	Amount
ASSETS	
1. Cash	\$0
2. Investments	
a. Debt securities, net of allowance for credit losses	\$0
b. Equity investments in System institutions and Farmer Mac	\$0
c. Equity investments in non-System institutions	\$0
d. Total investments	\$0
3. Accounts receivable	\$0
4. Loans, notes, sales contracts, and leases	
a. Accrual loans and leases, net of unearned income and unapplied loan payments	\$0

Variable Details

RC: NETLOANS
Net Loans, etc.

Rules:

CCACCEPT_260 plus CCOAEM_260 plus CCSUBSTD_260 plus CCDOUFL_260 plus CCLOSS_260) must be greater than 0 when NETLOANS is greater than 0.

Instructions

Report in this item the total of subitems 4(a) + 4(b) + 4(c) + 4(d) + 4(e) - 4(f) + 4(g). Please note: The amounts reported in item 4 must also exclude accounts receivable, which are Canbe reported in item 3 of this schedule.

The In Progress section

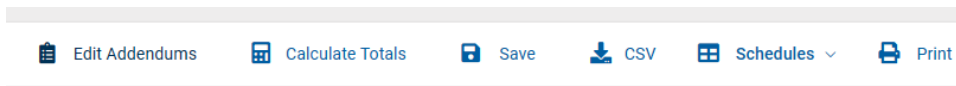
In Progress							
Quarter End	Type	Status	Id	Last Updated	Updated By	Actions	Information
① + 2023-03-31	Call Data	② FAILED	4443	4/26/2023	Ho, John	③ OPEN ④ VALIDATE ⑤ REMOVE ⑥ MANAGE ADDENDA	⑦ Latest CSV ⑧ PDF
1 - 1 of 1 items							

- The CRS Dashboard lets you review the current status of your submission. This appears after you have either initiated an online data entry submission for the selected quarter or uploaded a csv file.
- The current status of the submission is described by the Icon listed under status, if there is a validation error, clicking on the [Failed] ② button will display an error report.
- You may view a log of submission (if there are more than one) by pressing on the + ① icon. Details on the submission log are discussed later in this user guide in the submission log section.
- The [Open] ③ button will open the submission in the CRS Online Data Editor.
- The [Validate] ④ button will run the validation checks for the submission.
- The [Remove] ⑤ button will remove the submission from our system, please make sure this is what you intend to do before removing it. Keep in mind you can always download a csv file with all your

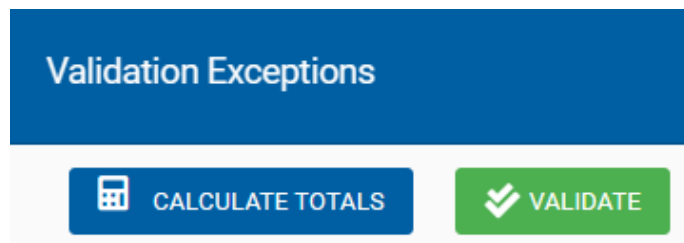
data at any time with the [Latest CSV] ⑦ button. This **NEW FEATURE** will also let you work offline on the csv file for data entry if you wish.

- Manage addendums via the Manage Addenda button ⑥.
- The [PDF] ⑧ button will allow you to view the submission in a print friendly PDF format.

UPDATED NEW FEATURE: Totals that are listed in the PDF sent out on May 22nd can now be calculated by the system by pressing the Calculate Totals button accessible from the online editor as shown below: Press the Save button after to save the updated values.



or the validation error report (show below).



Note: The calculation button will overwrite existing values.

Validating your submission

- Running a validation check will return either a “Validated” or “Failed” status in the In Progress section.
- After any change, whenever the Validate button is clicked a new “snapshot” of the submission is created, which allows users to compare the changes to earlier versions.
- Note: The Validate button will only validate based on the current data in the submission.

Validation Status

- A “Failed” status is a result of data not passing all validation checks. You may bring up the validation exception report either:
 - From the dashboard, pressing the [Failed] status button.
 - From a schedule, click the exception indicator following the title.



- The validation exception report shows validation errors by schedule which are listed on the left side of the report.
- Within a schedule, each error is described in the center screen, you may toggle the instructions for the variable by clicking on the blue “toggle instructions” text ④.

- You may re-validate the entire submission by pressing on the [Validate] button (4). Since each validation creates a new “snapshot”, we recommend that you make as many corrections as possible for the validations errors prior to re-validating the submission whenever possible to avoid cluttering up the submission log.
- Mousing over the variable names in blue (3) will show some additional details for that variable.
- Clicking on the variable names in blue (3) will take you out of the Exception Report to the corresponding schedule in the CRS Online Editor.

Validation Exceptions

4 VALIDATE

1 RC

1 RC1

2 RCF

1 RCF1

1 RCF2

Amount(NETLOANS)
RC: 4.h Net Loans, etc.

RULE #286

2 SAVE CANCEL

NETLOANS (27973394771) = ACRLNS (27962705000) + NTRECOFCI (50000) + ONTREC (1 0) + ACRSCON (0) + NONACR (23531259) - ALLNLOSS (12840932) + LNADJFVAL (0)

3 [sum of (ACRLNS , NTRECOFCI , ONTREC , ACRSCON , NONACR) less ALLNLOSS plus LNADJFVAL].

Calculated difference from last validation: 50556. The threshold for this rule is: 3000

Toggle Instructions:

- At any time, you may choose to download the latest CSV from the dashboard. If there are exceptions, they will be included in the CSV to help you identify and troubleshoot issues offline. You may resolve the issues by:
 - making the changes in the CSV file and re-uploading,
 - using the Online Data Editor, or
 - the Exception Report quick-edit feature.

Entering Addenda

- To view and/or edit addenda, press the [Edit Addendum] button from the CRS Data Editor or from the Dashboard. This feature lets you review all addenda for all variables.

Addenda Required	
RIC1 MISCONINTEXP	✓
4: Amount	
RI OCOMPINCADJ	✓
16: Amount	
RIC OEXP	✓
8: Amount	
RIA OOPERY	✓
7: Amount	
RCO TRANSWFCL_100	✓
5.b: Transactions with other Farm Credit Institutions	
RCO TRANSWFCL_70	✓
4.a: Transactions with other Farm Credit Institutions	
RCO TRANSWFCL_80	✓
4.b: Transactions with other Farm Credit Institutions	
RCO TRANSWNONFCL_70	✓
4.a: Transactions with non Farm Credit Institutions	

SAVE

RIC1: MISCONINTEXP

Source Paragraph T B U I A v A^x AI v E v E v L v L v L v L v

test addendum 42523

NEW FEATURE: Version Log: Each time a submission is validated, a “snapshot” of that submission is saved. You can compare the differences between two versions by checking the corresponding boxes, then pressing the [Compare] button ①. The [CSV] button ② allows you to download any revision in the Call Report CSV format.

In Progress							
Quarter End	Type	Status	Id	Last Updated	Updated By	Actions	Information
2023-03-31	Call Data	Validated	4456	4/26/2023	Ho, John	OPEN CERTIFY REMOVE MANAGE ADDENDA	Latest CSV PDF Docs

COMPARE	Status	Id	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn	Action
1 <input type="checkbox"/>	Historical	1888	Ho, John	4/26/2023	Ho, John	4/26/2023	2 CSV
<input type="checkbox"/>	Historical	1889	Ho, John	4/26/2023	Ho, John	4/26/2023	CSV
<input type="checkbox"/>	Historical	1890	Ho, John	4/26/2023	Ho, John	4/26/2023	CSV
<input checked="" type="checkbox"/>	Historical	1891	Ho, John	4/26/2023	Ho, John	4/26/2023	CSV
<input checked="" type="checkbox"/>	Current Data Last Validated	1892	Ho, John	4/26/2023	Ho, John	4/26/2023	CSV

After pressing [Compare], you will see a comparison screen like the following. This is a new feature that we are working on and is not yet functionality-complete. As always, feedback on this or other features are appreciated.

Compare Snapshots			
Schedule	Variable	#1891 By Ho, John 4/26/2023 4:34 PM	#1892 By Ho, John 4/26/2023 4:36 PM
RC	acrscon	1234567	0
RC	ntrecofci	123456	0
RC	ontrec	2000000	0

When All Validation Errors have been addressed, the submission will have the “Validated” status and the certify button appears.

In Progress							
Quarter End	Type	Status	Id	Last Updated	Updated By	Actions	Information
+ 2023-03-31	Call Data	Validated	4443	4/26/2023	Ho, John	<div> <div>OPEN</div> <div>CERTIFY</div> <div>REMOVE</div> <div>MANAGE ADDENDA</div> </div>	<div> <div>Latest CSV</div> <div>PDF</div> <div>Docs</div> </div>

Printing

You can print Call Report schedules by selecting the [PDF] button to download a print friendly PDF file. Users may include all schedules ①; exclude all schedules ②; include specific schedules ③; or exclude specific schedules ④ to print.

Select the schedules you wish to print

Excluded schedules:

1»

RCG
RCH
3RCI1
RCI2A
RCI2B
RCI2C
RCI2D
RCK
RCL

26 schedules.

Schedules to print:

«2

RC
RC1
RCB4
4RCB5
RCF
RCF1
RCF2
RCF3

9 schedules.

CANCEL

PRINT

Troubleshooting

If something seems to be “spinning” longer than expected or appears as an empty window, try hitting the refresh button on your browser and trying again.